

State of Indiana

Open Enrollment 2006

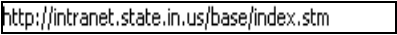


Employee Self-Service Quick Steps





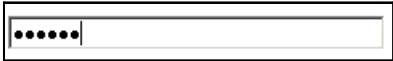

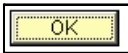

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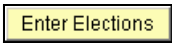
Logging Into PeopleSoft for Open Enrollment

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| 1. | Double-click on the Internet Explorer icon on the desktop to open the Internet. |
| 2. | When the Internet window opens, highlight the address field.  |
| 3. | Enter the PeopleSoft URL into the address field. Type: https://hr.gmis.in.gov/psp/hrprd/?cmd=login |
| 4. | Click the OK button.  |
| 5. | Enter your user id into the User ID field. Enter a valid value, e.g. " S228331 ". |
| 6. | Press [Tab] . |
| 7. | Enter your password into the Password field. Enter a valid value, e.g. " TODAY1 ". |
| 8. | Click the Sign In button.  |
| 9. | Congratulations, you have successfully logged into PeopleSoft! You may be prompted to change your password if you have not logged into PeopleSoft since June 1, 2005. Please see the Changing Your Password section in this manual for further assistance. End of Procedure. |



Changing Your Password for Open Enrollment

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| 1. | Click the Click here to change your password link.  |
| 2. | Click in the Current Password field and type your current password.  |
| 3. | Click in the New Password field and type your new password. Remember: Passwords should be typed using all capital letters. When creating your new password, be sure to use a minimum of 6 characters (the new password must contain one number).  |
| 4. | Click in the Confirm Password field and type your new password again. Click the Change Password button.  |
| 5. | Click the OK button.  |
| 6. | Clicking the OK button will return you to the Home Page . If for any reason you are not returned to the Home Page or the header appears twice, click the Home link.  |
| 7. | Congratulations! You have successfully changed your password. End of Procedure. |







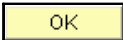

Accessing Self-Service

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| 1. | Click the Current Event Enrollment Summary link.  |
| 2. | Click the Home link to return to the Home Page and begin the election transaction.  |
| 3. | Click the Enter Elections button to begin the enrollment transaction.  |
| 4. | Continue to the Enrolling in the State of Indiana Benefit Plans section of this manual. End of Procedure. |






Enroll in a Health Plan

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| 1. | Click the Select button.  |
| 2. | Click the Edit button next to Medical.  |
| 3. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Select a Health Plan Go to step 4 on page 1 Review Plan Descriptions Go to step 17 on page 2 View Cost/Rate Information Go to step 22 on page 2 |
| 4. | Scroll until you see the plan in which you would like to enroll. Note: Employees electing the HDHP will need to also enroll in the HSA (See Enroll in HSA section of the manual). Remember: Changes have been made to the PeopleSoft system regarding the display of Non-Taxsaver options. Employees currently enrolled in a Non-Taxsaver health plan will continue to see that plan in their list of choices. If you desire to change from a Taxsaver plan to Non-Taxsaver, this option will not be visible in the list of options. Contact your Agency Benefits Coordinator to enroll in a new Non-Taxsaver plan. This must be completed during the open enrollment period. Employees may continue the enrollment session for other plan types (i.e. Dental, Vision). |
| 5. | Click the radio button next to the plan name to enroll in the desired plan. |
| 6. | Review the dependents listed. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll check box is marked. |
| 7. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Specify a Provider Go to step 8 on page 1 Add a New Dependent Go to step 25 on page 3 Edit an Existing Dependent Profile/Note Overage Dependent Status Go to step 49 on page 4 |
| 8. | Click in the Specify a Primary Care Provider ID field. |




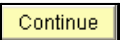
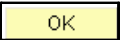
Enroll in the HSA (Health Savings Account)

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| 1. | Click the Edit button.  |
| 2. | To enroll in the HSA, you must complete and sign the Tower Bank form and submit it to your Agency Benefits Coordinator. Click the Tower link to complete the HSA application.  |
| 3. | Click the OK button.  |
| 4. | Access the application form from the Tower Bank website. When finished, click the Close button.  |
| 5. | Click the Return to Enrollment link.  |
| 6. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Enter Annual Pledge Go to step 7 on page 1 Use the HSA Annual Pledge Worksheet Go to step 12 on page 1 |
| 7. | Enter the desired information into the Annual Pledge field. Enter a valid value, e.g. " 1000.00 ". |
| 8. | Scroll to the bottom of the page. |
| 9. | Edit the Annual Pledge field if the worksheet did not calculate the desired Annual Pledge. When finished, click the Continue button.  |
| 10. | Click the OK button.  |
| 11. | Congratulations! You have completed the HSA enrollment. To continue with your enrollment, please move to the Dental section of the manual. End of Procedure. Remaining steps apply to other paths. |
| 12. | Click the Worksheet link.  |
| 13. | Enter the per-pay-period contribution into the field. Enter a valid value, e.g. |






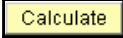

Enroll in a Dental Plan

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| 1. | Click the Edit button next to Dental.  |
| 2. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Select a Dental Plan Go to step 3 on page 1 View Plan Descriptions Go to step 12 on page 1 |
| 3. | Scroll to view the dental plan choices. |
| 4. | Click the radio button to selected the desired plan option. |
| 5. | Scroll to view the rest of the page. |
| 6. | Review the dependents listed. Only dependents marked with the check in the Enroll checkbox will be enrolled in the Dental Plan. |
| 7. | Click the Enroll option if necessary to enroll dependents in the list who are not checked. Remember: if you have selected the DMO plan, you will need to specify a Location ID for your dentist in the Provider id field. Employees who enroll in a Traditional plan are not required to specify a Location ID. You may need to contact Delta Dental to obtain the Location/Provider ID Employees may search for a provider by clicking the Select a Provider link. The procedures for using this link are the same for the Dental Benefit as the Health Benefit. Please refer to the Enroll in a Health Plan section for more information on selecting a provider.  |
| 8. | Click the Continue button.  |
| 9. | Scroll to view the rest of the page. |
| 10. | Click the OK button.  |
| 11. | Congratulations, you have completed the Dental portion of the Enrollment Transaction! Please proceed to the Vision election. End of Procedure. Remaining steps apply to other paths. |
| 12. | Click the Plan Descriptions link.  |






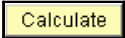
Enroll in a Vision Plan

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| 1. | Click the Edit button.  |
| 2. | Click the radio button for the plan you would like to select.  |
| 3. | Scroll to view the remainder of the page. |
| 4. | Review the dependents listed. Dependents are enrolled when the checkbox next to their name contains a checkmark. |
| 5. | Click the Enroll option if necessary to enroll dependents in the list who are not checked.  |
| 6. | Click the Continue button.  |
| 7. | Scroll to view the remainder of the page. |
| 8. | Click the OK button.  |
| 9. | Congratulations! You have completed the Vision portion of the Enrollment Transaction. Please proceed to the Medical Spending election. End of Procedure. |







Enroll in the Medical Spending Account

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| 1. | Scroll to view the rest of the page. |
| 2. | Click the Edit button next to Medical Spending Account.  |
| 3. | Click the desired option.  |
| 4. | Enter the desired information into the Annual Pledge field. Example: enter |
| 5. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Continue the Enrollment Transaction Go to step 6 on page 1 Use the Pledge Worksheet Go to step 9 on page 1 |
| 6. | Click the Continue button. Notice the Annual Pledge calculated by the worksheet now appears in the Annual Pledge field.  |
| 7. | Click the OK button.  |
| 8. | Congratulations, you have completed the Medical Spending Account portion of the Enrollment Transaction! Please proceed to the Dependent Spending Account election. End of Procedure. Remaining steps apply to other paths. |
| 9. | Click the Worksheet hyperlink.  |
| 10. | Highlight the value in the field. |
| 11. | Enter the desired bi-weekly contribution into the field. Enter a valid value, e.g. " 24.00 ". |
| 12. | Click the Calculate button.  |
| 13. | Click the Return link.  Go to step 6 on page 1 |




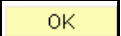
Enroll in the Dependent Spending Account

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|-----|---|
| 1. | Scroll to view the rest of the page. |
| 2. | Click the Edit button.  |
| 3. | Click the option.  |
| 4. | Enter the desired information into the Annual Pledge field. Enter a valid value, e.g. " 5000.00 ". |
| 5. | Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Continue with the Transaction Go to step 6 on page 1 Use the Annual Pledge Worksheet Go to step 10 on page 1 |
| 6. | Scroll to view the remainder of the page. Notice the annual pledge calculated by using the worksheet appears in the Annual Pledge field. |
| 7. | Click the Continue button.  |
| 8. | Click the OK button.  |
| 9. | Congratulations, you have completed the Dependent Spending Account portion of the Enrollment Transaction! Please proceed to the Tax Saver for Life AD and D election. End of Procedure. Remaining steps apply to other paths. |
| 10. | Click the Worksheet link. Worksheet |
| 11. | Click in the field.  |
| 12. | Highlight the value in the field. |
| 13. | Press [Delete] . |
| 14. | Enter the desired bi-weekly contribution into the field. Enter a valid value, e.g. " 50.00 ". |
| 15. | Click the Calculate button.  |






Enroll in Life AD and D (Basic Life Insurance)

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| 1. | Click the Edit button.  |
| 2. | Click the Basic Life TaxSaver (\$37,000) link to view plan information.  |
| 3. | Click the OK button. Plan information will display within a pop-up window.  |
| 4. | Click the Return to Enrollment link.  |
| 5. | Scroll to the bottom of the page. |
| 6. | Review the Primary and Secondary beneficiary allocations. Edit the allocations as desired. If necessary use the Add/Review Beneficiaries button to add or edit beneficiary data. |
| 7. | Click the Continue button.  |
| 8. | Scroll to the bottom of the page. |
| 9. | Click the OK button.  |
| 10. | Congratulations, you have successfully enrolled for Basic Life Insurance. Continue to the Supplemental Life Insurance section of the manual. End of Procedure. |




Enroll in Supplemental Life

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| 1. | Click the Edit button.  |
| 2. | Scroll to the bottom of the page. |
| 3. | Click the radio button to select the desired supplemental life insurance plan.  |
| 4. | Scroll to the bottom of the page. |
| 5. | Click the Continue button.  |
| 6. | Click the OK button.  |
| 7. | End of Procedure. |







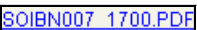



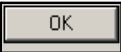

Enroll in Dependent Life Insurance

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| 1. | Click the Edit button.  |
| 2. | Scroll to review coverage options. |
| 3. | Select the Dependent Life amount.  |
| 4. | Scroll to the bottom of the page. |
| 5. | Select the dependents to be covered by clicking inside the check box.  |
| 6. | Click the Continue button.  |
| 7. | Click the OK button.  |
| 8. | <p> Conratulations! You have successfully enrolled in Dependent Life Insurance. Continue to the Completing the Self-Service Transaction section of the manual to finish your enrollment session. </p> <p>End of Procedure.</p> |




Submitting Your Elections

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| 1. | Scroll to the bottom of the page. |
| 2. | Click the Submit button.  |
| 3. | Scroll to view the remainder of the page. |
| 4. | This is your last chance to cancel and edit any of your election choices before submitting. Click the Submit button again. However, Self-Service may be accessed multiple times during the Enrollment Period. If you are submitting elections for the second or third time, be sure the most current AS47 form is submitted to your Benefits Coordinator.  |
| 5. | Click the OK button.  |
| 6. | End of Procedure. |

Printing Your AS47

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| 1. | Click the AS47 button.  |
| 2. | Click the Maximize/Restore button.  |
| 3. | Click the Refresh button.  |
| 4. | Click the Refresh button again. It may be necessary to click the refresh button several times until the Run Status is Success and the Distribution Status is Posted . It is important to allow a few minutes between clicks on the Refresh button. During this process, your computer is transferring information to/from the server (electronic file area) and back to the computer.  |
| 5. | Click the Details link (to the right of the Distribution Status). If you are printing the AS47 for the second or third time, be sure to click the Details link at the top of the list.  |
| 6. | Click the View Log/Trace link.  |
| 7. | Click the link that ends with PDF .  |
| 8. | Click the Maximize/Restore button. If your new elections did not result in a change to your bi-weekly deductions, an AS47 will not generate. The following directions provide steps for printing the AS47 if one is generated as a result of your new elections.  |
| 9. | Click the File menu.  |
| 10. | Click the Print... menu.  |
| 11. | Click the OK button.  |
| 12. | Click the Close button.  |

Printing Your Event/Enrollment Summary

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|----|--|
| 1. | Click the Current Event Enrollment Summary link. Current Event Enrollment Summary |
| 2. | Click the File menu.  |
| 3. | Click the Print... menu.  |
| 4. | Click the Print button.  |
| 5. | Click the Sign out link. Sign out |
| 6. | <p>Congratulations! You have printed the Event/Enrollment Summary.</p> <p>Don't forget to submit an AS47 form to your Benefits Coordinator if your new elections result in a change to your current payroll deductions. Again, check with your Agency Benefits Coordinator for more information on the AS47. Benefits for all employees will be effective on January 1, 2006.</p> <p>Deductions will begin: Payroll A: December 28, 2005 Payroll B: December 21, 2005 (Deductions will be for one week of your 2005 elections and one week of your 2006 elections.)</p> <p>Deductions for flexible spending accounts (FSAs) will begin on the check dated January 11 2006, for employees on Payroll A and January 4, 2006, for employees on Payroll B.</p> <p>End of Procedure.</p> |